

Nursing Care Quality Assurance Commission
Licensing and Disciplinary Sub Committee
February 26, 2007
Telephone Conference Call

MEETING MINUTES

Members: Jackie Rowe (Chair), Bill Hagens, Louise Kaplan, Rick Cooley, Susan Wong

Absent: Susan Wong

Staff: Taylor Stair, Donna Rogers

Call to order

The Chairperson called the meeting to order at 7:08pm.

Roll call

Members present: Jackie Rowe, Rick Cooley, Louise Kaplan, Bill Hagens

Staff present: Absent

Approval of minutes from last meeting

The January 29, 2007 minutes were reviewed and approved.

I. Old Business

- Review of student feedback of Mandatory Reporting draft language and email options.

Louise submitted a copy of the Mandatory Reporting draft language, which would be printed on the back of the license renewal cards, along with three different email addresses, for her students to review. Louise reported that she received feedback from approximately 1/3 of her students. A majority of the students felt that the first draft would be the easiest to use for logging on, although it did not go directly to the website. The greatest success in logging on was with the third draft, but was the most difficult, due to the length of the address.

Discussion revealed the need to explore possible options for providing more direction to the Mandatory Reporting website. The committee discussed the frustration that might arise with someone attempting to get information about reporting and having difficulty navigating to the website, if we choose the first draft.

Action: Louise to work with Taylor in exploring whether there is enough room on the back of the renewal card to provide more steps or direction in getting to the website from the DOH home page.

- Further update on cost for DVD/CD ROM production:

Jackie reported on the information she received from Terry West regarding the cost of the last training video. The video, which lasted 45 min and with one camera, one person, one hour of editing and 30 copies made, was \$630.00.

A brief discussion took place of the format that could be used to present the Mandatory Reporting information. Louise suggested that the info could be presented in about 15 min and additional resources could be provided. She also suggested a question and answer format, which would be more interactive and attention-getting.

Action: Members to review the Mandatory Reporting language and come to the next meeting prepared to discuss options for presenting the information and outline for the video.

- Updates on items 2 and 3 of the workplan:

This item not completed. Carried over to next meeting.

II. New Business

None

III. Agenda/next meeting

- Next meeting is March 26, 2007, 7-9pm, via telephone conference.
- Discuss email address options for back of renewal notices with intent of deciding which one meets our objective.
- Discussion of video format options and objectives.
- Review work plan

IV. Adjournment: Meeting adjourned at 7: 40pm